

Vacancy Notice

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

CS-376
REV(9/93)

Description of Position	TITLE OF POSITION: <u>Executive Assistant</u>	CLASSIFICATION CODE: <u>00538100</u>
	SALARY RANGE: <u>58709-66491 00833 A</u>	REFERENCE POSITION NO.: <u>00096</u>
	Department or Agency Name <u>Public Defender</u>	APPLICATION PERIOD: <u>October 27 - November 5, 2005</u>
	Division/Section/Unit _____	
	Assignment(s) / Comments _____	
	Shift and Days: <u>Monday - Friday 1st Shift</u>	Job Location: <u>Providence, as needed</u>
	Restrictions/Limitations: <u>NONE</u>	
	Position Covered By Collective Bargaining Union Agreement Yes _____ No <u>X</u> _____	
	Name of Bargaining Unit Union: <u>NON UNION</u>	
	There is _____ is not <u>X</u> a Civil Service List for this position See A/B or Both for Specific Instructions	
General Information to Candidate	NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.	
	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	<ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service 	<ul style="list-style-type: none"> Name of department where you are currently employed Your business telephone number Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS	
	<ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
Statement of Duties	DUTIES / RESPONSIBILITIES:	
	SEE ATTACHED JOB DESCRIPTION	
Minimum Education &	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)	
	Education: Such as may have been gained through: or Experience: Such as may have been gained through: Special Requirement:	
	SEE ATTACHED JOB DESCRIPTION	
Where to	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
	JOHN J. HARDIMAN	Telephone #: <u>222-3492</u>
	OFFICE OF THE PUBLIC DEFENDER	Fax #: <u>222-3287</u>
	100 NORTH MAIN STREET	TTY/TDD #: _____
	PROVIDENCE, RI 02903	(Telecommunication Device for the Deaf)



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

CLASS TITLE: EXECUTIVE ASSISTANT/PUBLIC DEFENDER

GENERAL STATEMENT OF DUTIES: To assist the Public Defender and Deputy Public Defender in planning, coordinating, implementing and supporting the functions of the various units in the Office of the Public Defender by performing responsible administrative and supervisory work; develop and recommend initiatives which will enhance the overall operation of the office; perform administrative and secretarial assignments as Public Defender directs; chief purchasing agent, assisting in physical plant issues as delegated by the Public Defender and/or Deputy Public Defender; and other related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Public Defender and Deputy Public Defender with wide latitude for the exercise of initiative and independent judgment.

SUPERVISION EXERCISED: Assigns, plans, supervises coordinates and review work of all clerical staff statewide.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Accounts Payable: responsible for the timely and efficient coordination of departmental purchasing, receiving and bill payment.

Provide financial reports to the Deputy Public Defender as needed.

Prepares and submits annual Affirmative Action Plan and all interim AAP reporting; monitors hiring and purchasing practices as related to affirmative action and minority business enterprises.

Responsible for the recruitment, interviewing and hiring of the clerical staff, and all subsequent training, rotation and work location assignments.

Establishes and maintain a meeting schedule at quarterly intervals with supervisory secretarial personnel and at least once annually with the full clerical complement to insure maximum efficiency and equitable workload distribution;

Represent the Public Defender at pertinent State meetings and on various committees or task forces, participates in union negotiations and labor relations issues;

Responsible for centralized storage and maintenance of case files including annual transmittal of closed case files from all offices to the appropriate storage facilities, the records retention schedule as established by law and maintaining records of the same;

Assists in the administration and budgeting process for federal grants; responsible for the establishment of federal accounts and cooperative agreements

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge and understanding of office administration, policies and procedures including participation in decision making at the highest administrative agency level. The ability to respond and comply with requirements promulgated by legislative action, the Department of Administration, and rules and regulations on affirmative action and ADA as they pertain to an agency of the State of Rhode Island. A working knowledge of financial reporting and accounting practices. Writing and original composition skills are essential. The ability to train, supervise, and possess a thorough knowledge of job responsibilities, skills and capacities required of individuals for whom training and supervision is exercised, and the ability to manage and administer all issues of a nonlegal nature.

EDUCATION AND EXPERIENCE: Such as may have been gained through graduation from a four-year college with a B.A. or B.S. Degree in business practices and human services concentrations; a minimum of 8 years

experience in a similar position; or any combination of education and experience which would be substantially equivalent to the above.

WOMEN AND MINORITY CANDIDATES ARE ENCOURAGED TO APPLY

THE OFFICE OF THE PUBLIC DEFENDER IS AN EQUAL OPPORTUNITY
AND DIVERSITY EMPLOYER